



FIRE SERVICE INSTRUCTOR

CERTIFICATION DIRECTIVE

(NFPA 1041 2007 Edition)

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ALASKA FIRE SERVICE INSTRUCTOR CERTIFICATION DIRECTIVE

INSTRUCTOR DIRECTIVE OVERVIEW

The Fire Service Instructor (FSI) certification directive was developed to provide Alaska fire service agencies with a method to obtain the knowledge and skills necessary to adequately train emergency responders within their organizations. This directive also provides support for Training and Education Bureau ([TEB](#)) sponsored courses, and it is based on the [NFPA 1041 Standard](#), Fire Service Instructor Professional Qualifications. The intent of this material is to improve the quality of established training programs and ensure that they are administered in a proficient, professional, and uniform manner throughout the State of Alaska.

The Alaska Fire Standards Council ([AFSC](#)) is accredited through the International Fire Service Accreditation Congress ([IFSAC](#)) and provides certification for Fire Service Instructor I and II. Training for either level is typically available through TEB offered courses. Certification for Levels III and IV were acquired through a previous program, and only individuals currently certified at Level III or IV are eligible for recertification at these levels.

The Fire Service Instructor Level I and II certifications require that individuals meet AFSC application requirements and complete the following elements:

- 1) A Methods of Instruction (MOI)/Fire Service Instructor (FSI) course specific to the level of certification;
- 2) Practical (JPR) requirements specific to the level of certification;
- 3) Successful completion of the AFSC Fire Service Instructor written examination (70% minimum score) specific to the level of certification.

A written examination is administered to ensure applicants have met the requisite knowledge requirements within the NFPA standard. Applicants with three years of fire service experience who successfully complete an MOI/FSI course and the AFSC Fire Service Instructor written examination are eligible for certification. Certification for Fire Service Instructor I and II is also available through a reciprocity process.

LEVELS OF CERTIFICATION

The original Alaska Fire Service Instructor program was based on the 1992 edition of NFPA 1041 Fire Service Instructor Professional Qualifications. In the 1996 edition, the NFPA removed Level IV and reorganized the other instructor qualification levels. Currently the AFSC instructor certification directive follows the 2007 edition of NFPA 1041. Although Level IV is no longer listed in NFPA 1041, recertification at this level is still available through the AFSC for individuals that were previously certified at Level IV and have maintained certification at that level.

AFSC Fire Service Instructor Certification Levels:

Instructor I: (*NFPA 1041 2007 ed., 3.3.2.1*): A Fire Service Instructor (FSI) who has demonstrated the knowledge and ability to deliver instruction effectively from a prepared lesson plan, including instructional aids and evaluation instruments; adapt lesson plans to the unique requirements of the students and authority having jurisdiction; organize the learning environment so that learning is maximized; and meet the record-keeping requirements of authority having jurisdiction.

Instructor II: (*NFPA 1041 2007 ed., 3.3.2.2*): This individual has met the requirements for FSI Level I qualifications, and has demonstrated the knowledge and ability to develop individual lesson plans for a specific topic including learning objectives, instructional aids, and evaluation instruments; schedule training sessions

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based on overall training plan of authority having jurisdiction; and supervise and coordinate the activities of other instructors.

Instructor III: (NFPA 1041 1996 ed., 1-4): This individual has met the requirements for FSI Level II qualifications, and has demonstrated the knowledge and ability to develop comprehensive training curricula and programs for use by single or multiple organizations; conduct organization needs analysis; and develop training goals and implementation strategies (presently the TEB does not have a training program for this level and the AFSC cannot issue new certification for FSI III).

Instructor IV: (NFPA 1041 1992 ed., 1-4): This individual has met the requirements for FSI Level III qualifications, and demonstrated the knowledge and ability to administer and manage a fire service training program, including budget preparation, personnel management, maintenance of positive public relations, and organized goal setting. (eliminated from NFPA 1041 in 1996; the TEB does not have a training program for this level and the AFSC cannot issue new certification for this level).

FIRE SERVICE INSTRUCTOR CERTIFICATION REQUIREMENTS

Instructor I

To qualify for this level of certification, applicants must:

- a. be at least 21 years of age, and;
- b. have three years fire service experience with a recognized/organized fire department or fire organization, and;
- c. *successfully complete a TEB/AFSC approved Level I Methods of Instruction (MOI) course, and;
- d. *successfully complete the AFSC written FSI I exam with a minimum score of 70%.
Note: The MOI requirement and the written test requirement must be completed within **three years of application date and must meet NFPA 1041 core requirements.*

Instructor II

To qualify for this level of certification, applicants must:

- a. be an AFSC certified Level I instructor for at least six months, and;
- b. *successfully complete a TEB/AFSC approved Level II MOI/FSI course, and;
- c. *successfully complete the AFSC written exam with a score of 70% or higher.
Note: The MOI requirement and the written test requirement must be completed within **three years of application date and must meet NFPA 1041 core requirements.*

Instructor III

Certification at this level was available through a previous program and was discontinued after 1996. Recertification is only available for individuals who have maintained original certification through established recertification guidelines.

Instructor IV

Certification at this level was available through a previous program and was discontinued after 1996. Recertification is only available for individuals who have maintained original certification through established recertification guidelines.

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APPROVED METHODS OF INSTRUCTION COURSES

Fire Service Instructor Training Course

The TEB, or an accredited fire department program manager, can conduct a Methods of Instruction (MOI) course. A Level I course must meet the knowledge and skill requirements for chapter 4, and a Level II course must meet the knowledge and skill requirements for chapter 5 within the National Fire Protection Association (NFPA) 1041, 2007 edition standard. These courses are taught throughout Alaska in various locations.

The MOI courses are primarily designed to satisfy the practical skill requirements of NFPA 1041. Due to extensive knowledge requirements within the NFPA standard there is generally not enough time within the MOI course to satisfy each of these requirements, and pre-course work may be required for these courses. The course text is also reference material for the AFSC certification examination, which is generally administered at the end of each course. The [Fire Service Instructor Practical Skills Evaluation Sheets](#) are utilized for testing to ensure the candidate has met the requisite skill requirements before issuance of certification.

Alternative MOI Courses

In addition to the TEB approved courses, the AFSC recognizes a number of other courses and/or certifications. To qualify, these courses must have been completed within the last 3 years, and the corresponding certificate must be valid at the time of AFSC certification application. Applicants requesting MOI credit for any other course must supply AFSC with complete course documentation and curriculum with an application for certification. Approved courses and certifications are listed as follows:

- Alaska Police Standards Council MOI course
- Alaska Emergency Medical Services Section MOI course
- National Fire Academy course – Fire Service Course Design (R129)– Level II only
- Alaska EMT or Paramedic Instructor
- Current Primary or Secondary Teaching certificate
- FAA certified flight instructor
- LGS Rescue Diver Instructor

FIRE SERVICE INSTRUCTOR EXAMINATIONS

The Fire Standards Council has developed a written examination test bank for each level of certification. Each examination has a total of 100 questions. Test bank questions are referenced to NFPA 1041 Standard for Fire Service Instructor Professional Qualifications, 2007 edition. Fire Service Instructor certification examinations are typically administered immediately following an AFSC approved MOI course. For certificate issuance, written examinations must be completed with a score of 70% or higher. There is a two-hour time limit for the final written examination.

In cases where an individual is eligible to complete a written test, but is not testing with a group, the AFSC staff will provide direction and approval of testing alternatives. For regions with reasonable access to TEB training centers, the TEB staff may proctor written examinations. Examinations **shall not** be sent to the individual taking the exam. Exam distribution procedures shall follow the Test Examination Security Plan specified in the [Certification Policy Manual](#).

The AFSC office will grade all certification examinations and notify the applicant of final scores.

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Fire Service Instructor Written Examination References

- a. NFPA 1041, *Standard for Fire Service Instructor Professional Qualifications*, 2007 Edition
- b. Text/Curriculum
 - IFSTA, *Fire and Emergency Services Instructor*, 7th Edition; **OR**,
 - Jones & Bartlett, *Fire Service Instructor: Principles and Practice*, 2nd edition

Fire Service Instructor Practical Skills Evaluation References

- a. NFPA 1041, *Standard for Fire Service Instructor Professional Qualifications*, 2007 Edition
- b. [Fire Service Instructor Practical Skills Evaluation Sheets](#)

CERTIFICATION TIME LINES

The AFSC Fire Service Instructor certifications have an expiration date. In recognition of NFPA 1041, section 1.3.7, the AFSC supports maintaining professional competency through continuing education, instructional development, and delivery associated with fire instruction skills. The AFSC recertification guidelines were developed to ensure that individuals retain core knowledge and skills related to instruction.

All AFSC Fire Service Instructor certifications are valid for up to 5 calendar years. The certified individual is ultimately responsible for monitoring his or her certification expiration date. To recertify, an individual must submit an [Application for Certification](#) and recertification documents prior to the expiration date listed his or her certificate. Recertification must be complete within one year of expiration or additional recertification requirements must be met.

The AFSC uses the date of an applicant's initial examination for certification to determine the Alaska certificate expiration date. If an applicant takes the FSI exam prior to October 1, the certificate expiration will be December 31 of the fourth calendar year. If an applicant takes the exam on or after October 1, the certificate expiration will be December 31 of the fifth calendar year.

CERTIFICATION THROUGH RECIPROCITY

The AFSC can certify individuals at Fire Service Instructor Levels I and II through the reciprocity directive. Reciprocity is available to an individual who has completed his or her certification through an entity accredited by the International Fire Service Accreditation Congress ([IFSAC](#)) or the National Fire Service Professional Qualifications Board ([ProBoard](#)). The AFSC can only certify qualified individuals at levels that are approved by the AFSC.

Fire Instructor Reciprocity Requirements

1. applicant must provide an [Application for Certification](#) , and;
2. applicant must be an Alaska resident or member of an organized fire department or an emergency response organization registered with the Division of Fire and Life Safety, and;
3. applicant must submit a copy of the following IFSAC or ProBoard certificate(s) for AFSC reciprocity approval:
 - a) Fire Service Instructor I (level I only);
 - b) *and*, Fire Service Instructor II (requires verification of level I *and* level II)

Note: Reciprocity applicants must meet all AFSC requirements for each level of certification.

Reciprocity applicants must meet all AFSC requirements for recertification. Certificates issued for Fire Service Instructor under reciprocity will have an Alaska recertification date based on the original date of issuance, as

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defined in the AFSC recertification requirements. If the initial IFSAC/ProBoard date of issuance was greater than 5 years prior to the application date reciprocity may be approved, but the AFSC certificate will expire on December 31 of the year reciprocity was granted.

EQUIVALENCY CHALLENGE

To initiate the challenge process, an individual must have documentation of completion of a Methods of Instruction training program. The AFSC will only accept Fire Service Instructor challenge applicants if he or she is affiliated with an Alaska fire department or organization with an accredited firefighter training program for the level of the challenge request. All challenge requests must be coordinated through the fire department the individual is affiliated with. The fire department Training Officer/Accreditation Manager has the responsibility to verify the applicant meets the requirements for testing and must complete and sign-off an Fire Service Instructor Training Record before the applicant is eligible to complete an AFSC certification exam.

The following general guidelines apply to all equivalency challenge requests:

- a. A candidate must complete an [Application for Certification](#) and attach supporting documentation; *and*
- b. the candidate must be a member of a Fire Department registered in Alaska and must have a letter of support from the Fire Chief; *and*
- c. the candidate must provide documentation of training that complies with each component of the appropriate NFPA Standard for desired level of certification (documentation must be dated within the last 3 years); *and*
- d. the candidate must successfully pass the AFSC's written exam with a minimum score of 70% for desired level of certification and practical skills exam, where applicable; *and*
- e. the candidate must meet the general requirements for certification as outlined in the appropriate certification directive.

Applicants that have been endorsed by a Training Officer/Accreditation Manager can complete an approved Fire Service Instructor examination locally, but an Airport Firefighter examination will not be scheduled for a single individual. If no test opportunity is possible locally, applicants can contact the AFSC office for information on other certification test sites.

A candidate **is not** permitted to attend a final exam at an alternate test site without the explicit pre-approval of the AFSC office *and* the agency that is authorized for the exam. To test at a site other than his or her fire department, the challenge candidate must:

1. have permission from the agency that is scheduled to test
2. provide evidence of AFSC written approval to test
3. provide photo ID
4. provide a completed training record for the level of the examination signed off by the candidate's Training Officer/Accreditation Manager
5. have the necessary tools, equipment, or material to complete the practical exam components

INSTRUCTOR RECERTIFICATION REQUIREMENTS

Fire Service Instructor Level I Recertification

Soon to expire, or recently expired, must complete **one** of the options below.

- a. Successfully complete a TEB approved Level I Methods of Instruction course.
- b. Attendance of a TEB/AFSC approved Instructor Refresher Seminar (minimum of 8 CEU's).
- c. Successfully complete an AFSC FSI I written exam with a minimum score of 70%.

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- d. *Conduct a short course (minimum of 3 hours in length) while observed and evaluated by a current AFSC Fire Service Instructor.

**Note: For item “d”, the AFSC has an [Instructor Recertification Evaluation Packet](#) available online. The evaluation portion must be filled out by an instructor with current AFSC FSI certification, and the complete packet must be returned to the AFSC by the evaluator to comply with the recertification requirements.*

Expired more than 12 months, must complete Level I written exam with a minimum score of 70%, **AND** one of the following:

- a. Successfully complete a TEB approved Level I Methods of Instruction course.
- b. Attendance of a TEB/AFSC approved Instructor Refresher Seminar (minimum of 8 CEU's).
- c. *Conduct a short course (minimum of 3 hours in length) while observed and evaluated by a current AFSC Fire Service Instructor.

**Note: For item “c”, the AFSC has an [Instructor Recertification Evaluation Packet](#) available online. The evaluation portion must be filled out by an instructor with current AFSC FSI certification, and the complete packet must be returned to the AFSC by the evaluator to comply with the recertification requirements.*

Fire Service Instructor Level II Recertification

Soon to expire, or recently expired, must complete **one** of the options below.

- a. Successfully complete a TEB approved Level II Methods of Instruction course.
- b. Attendance of a TEB/AFSC approved Instructor Refresher Seminar (minimum of 8 CEU's).
- c. Successfully complete the AFSC FSI II written exam with a minimum score of 70%.
- d. Conduct a short course (minimum of 3 hours in length) while being observed and evaluated by a current AFSC Fire Service Instructor.

**Note: For item “d”, the AFSC has an [Instructor Recertification Evaluation Packet](#) available online. The evaluation portion must be filled out by an instructor with current AFSC FSI certification, and the complete packet must be returned to the AFSC by the evaluator to comply with the recertification requirements.*

Expired more than 12 months, must complete Level II written exam with a minimum score of 70%, **AND** one of the following:

- a. Successfully complete a TEB approved Level II Methods of Instruction course.
- b. Attendance of a TEB/AFSC approved Instructor Refresher Seminar (minimum of 8 CEU's).
- c. *Conduct a short course (minimum of 3 hours in length) while being observed and evaluated by a current Alaska Fire Service Instructor.

**Note: For item “c”, the AFSC has an [Instructor Recertification Evaluation Packet](#) available online. The evaluation portion must be filled out by an instructor with current AFSC FSI certification, and the complete packet must be returned to the AFSC by the evaluator to comply with the recertification requirements.*

Fire Service Instructor Level III and IV Recertification:

Individuals who are certified at levels III and IV are generally program supervisors and are seldom involved in direct classroom delivery. Fire Service Instructor III and IV certifications were only available through previous programs. If either certification level is expired more than 12 months they cannot be renewed, and recertification is only available at Levels I or II under the preceding guidelines.

Soon to expire, or expired less than 12 months, must complete the following:

- a. An application for recertification for Level III or IV, and;

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- b. Clear documentation of 48 hours of continuing education units (CEU's) at the instructor or instructor management level. CEU's must be from courses or seminars that the individual has attended that are specific to instructor training or instructor management. These can include a TEB/AFSC approved MOI course, or TEB/AFSC Instructor Seminars. CEU's must have been completed within the most recent certification period (not to exceed 5 years).

APPLICATION FOR CERTIFICATION

To qualify for issuance of instructor certification, at a minimum the AFSC office must have the following required elements:

- a. [Application for Certification](#)
- b. MOI course completion certificate (within past three years)
- c. Completed FSI I Training Record
- d. Evidence of successful completion of an approved AFSC examination (minimum score of 70%)

Upon receipt and verification of the above the AFSC will process the Fire Service Instructor certificate and mail it to the applicant.

BACKGROUND CHECKS

A background check is not required for certification as a Fire Service Instructor.

INSTRUCTOR SEMINARS

Periodically, the TEB conducts Instructor Seminars to assist Instructors with their programs, and to satisfy the recertification requirements for instructors. These seminars are generally 4– 8 hours in length and are intended to introduce the student to new styles, programs, and issues regarding adult education. Certificates shall be issued to serve as documentation of attendance.

PREVIOUS ALASKA FIRE SERVICE INSTRUCTOR CERTIFICATION/GRANDFATHER CERTIFICATION

The Alaska Fire Standards Council recognizes State of Alaska fire service instructor certifications that have not expired. Due to ongoing changes with NFPA fire service instructor certification standards the grandfather request for IFSAC seals are not available.

This clause does not prohibit an individual that was certified in Alaska prior to 2001 from receiving an IFSAC seal. Individual IFSAC seal requests for a certificate issued before 2012 will be required to successfully complete a current written and practical examination before he/she is issued a certificate with an IFSAC seal.

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Frequently Asked Questions

- Q. I am a certified Fire Service Instructor from another state. Can I get certified in Alaska?
- A. **Yes – as long as you meet the reciprocity requirements ([pg. 6](#)).**
- Q. Can a person begin at Level II or are they required be a Level I instructor for a while first?
- A. **You must be certified at Level I for 6 months before becoming eligible for Level II ([pg. 3](#)).**
- Q. Does a person have to be a certified Firefighter before they can qualify for instructor certification?
- A. **There is no requirement that an applicant be certified as a Firefighter before beginning instructor training, but it is necessary for a person to have basic experience in the field they are instructing. That is the reason this requirement includes 3-years of experience with a recognized/organized fire department or an emergency response organization.**
- Q. How do I begin the Fire Service Instructor Certification process?
- A. **Contact your local fire department training officer and/or contact the Alaska Fire Standards Council or Training & Education Bureau. Individuals must complete the MOI requirement for eligibility to take the written examination.**
- Q. Can Fire Service Instructor Level I be completed and delivered as a home study course?
- A. **No. An MOI course is required and this course includes a significant amount of requisite skills that the candidates must successfully complete prior to the AFSC examination to receive a Fire Service Instructor certificate.**
- Q. If my certificate expires what can I do to get recertified?
- A. **Contact the AFSC office or refer to the recertification requirements specified in this document ([pg. 7](#)). The recertification requirements must be completed within one year, or the applicant will be required to complete additional recertification requirements.**
- Q. If I am an Instructor III or IV and my certificate expires before I am able to recertify, what are my options?
- A. **Contact the AFSC office or refer to the recertification requirements specified in this document ([pg. 7](#)). The recertification requirements must be completed within one year of expiration, or the applicant will lose the ability to recertify at Fire Service Instructor III and IV.**
- Q. I have decided to complete an [Instructor Recertification Evaluation Packet](#) for recertification. Who is considered a *qualified evaluator*?
- A. **A qualified evaluator is defined as a current Fire Service Instructor certified at any level through the AFSC.**
- Q. I am a Police or EMS instructor. Do I automatically qualify for Fire Service Instructor?
- A. **No. An individual must have 3-years of experience within the fire service to be eligible to take the Fire Service Instructor examination and must successfully complete the examination before certification is issued.**
- Q. Does the AFSC offer specialty instructor recognition for levels not otherwise listed in NFPA 1041?
- A. **No. The AFSC has no established criterion for levels of certification that are not identified in the NFPA 1041 standard.**